



HEAVY DUTY AFTERMARKET WEEK '22

JANUARY 24-27, 2022 | GRAPEVINE, TX

The following information should answer most questions you may have when preparing for HDAW '22.

Please read the information below carefully & should you have any questions, feel free to contact:

W.T. Glasgow, Inc.
HDAW Conference Management
Phone: 708-226-1300
E-mail: info@hdaw.org

ONSITE HEALTH & SAFETY PROTOCOLS

To ensure as safe and productive an event as possible, HDAW Conference Management and Organizers (AWDA, CVSNA, and HDMA) have established the following COVID-19 protocols:

All HDAW attendees must provide proof of either COVID-19 vaccination or a no more than 3-day-old negative COVID-19 test in order to enter. This will include all HDAW participants, including exhibiting supplier staff, media representatives and online production and logistics staff. In addition, masks will be required for all, regardless of vaccination status. **Onsite testing will not be available.**

Vaccination & Negative Test Guidelines:

- Individuals are considered fully vaccinated two (2) weeks after the second dose of the Pfizer and Moderna vaccines, or two (2) weeks after the Johnson & Johnson's Janssen vaccine.
- Individuals that are not vaccinated against COVID-19 and/or do not intend to be vaccinated prior to HDAW, must provide a negative PCR test. The negative test must be within three (3) days of the first day onsite at HDAW. For example, if the first onsite day is Monday, January 24, the test must be from Friday, January 21 or later.
- After attendees have cleared the HDAW Health and Safety Checkpoint, they will be able to pick up their show credentials, including badges. An attendee badge will serve as proof of compliance with HDAW's Health and Safety protocols, and attendees will not need to show proof of vaccination or negative test again.

SafeAccess:

- All registered attendees and exhibiting suppliers will receive an email from SafeAccess, HDAW's partner in validating the vaccination status or negative tests of attendees. The SafeAccess platform is intended to provide a frictionless and secure experience at HDAW. Vaccination information provided will be retained by SafeAccess, and not be stored by HDAW.
- Those who cannot or choose not to use the SafeAccess platform for whatever reason, will need to bring their vaccination card or negative test onsite and proceed to a secondary proof of screening.

Local Testing Options:

For individuals who need to provide a negative PCR test to return home, DevLab Bio is located approximately 10 minutes from the Gaylord Texan Resort & Convention Center. More information can be found at this link:

<https://devlabbio.com/covid19/>

LOCATION

Heavy Duty Aftermarket Week (HDAW) '22 will be held in the Longhorn Exhibit Hall of the Gaylord Texan Resort & Convention Center.

PRODUCT EXPOSITION HOURS

The Product Exposition Hall is open according to the following schedule:

Tuesday, January 25	1:00 pm- 5:30 pm
Wednesday, January 26	1:00 pm- 5:30 pm

CONFERENCE MANAGEMENT OFFICE

The WTG, Inc. Conference Management Office will be located adjacent to Registration in the Longhorn Marble Foyer on Level 1 of the Gaylord Texan, should you require any assistance. The office will be open beginning at 8:00 am on Sunday, January 23 and will continue in operation through Thursday, January 27.

REGISTRATION:

Badges were **NOT** mailed prior to HDAW. All who pre-registered received an e-mail confirmation with a barcode. Bring the e-mail confirmation with barcode, along with photo identification, to the Registration Counter, which will be located in the Longhorn Marble Foyer on Level 1.

Individuals will only be able to pick up their own badges & will not be able to pick up badges for others.

Any questions regarding registration should be directed to Conference Management at 708-226-1300, extension 19.

Registration will be open based on the following schedule:

Monday, January 24	7:00 am- 6:00 pm
Tuesday, January 25	6:30 am- 6:00 pm
Wednesday, January 26	6:30 am- 4:30 pm

Exhibiting suppliers receive two (2) complimentary full conference badges for each 10' x 10' booth requested. Additional booth personnel registrations over & above the two included will be charged \$350 per person for member companies or \$599 each for non-member companies.

Please note that exhibiting supplier badges are for company/booth personnel only & are not to be used for customers, guests or any other non-company personnel. Penalties will be issued for companies found to be erroneously obtaining exhibitor badges for such individuals, including but not limited to, having their booth shut down with no refund and being banned from exhibiting at future HDAW Conferences.

Exhibiting supplier personnel will be required to wear badges at all times during set-up, product exposition days & teardown. Once you arrive at the Conference, you can obtain the Conference Guide & other pertinent Conference information at the Registration Counter.

ADMISSION POLICY

Exhibiting suppliers are allowed access to the product exposition floor according to the following schedule:

Sunday, January 23	12:00 Noon- 5:00 pm
Monday, January 24	8:00 am- 5:00 pm
Tuesday, January 25	10:00 am- 7:00 pm
Wednesday, January 26	10:00 am- 10:00 pm
Thursday, January 27	8:00 am- 10:00 am

If you are using an outside contractor to set up your display, they will be required to obtain work passes from the Security Desk, which will be located at the front of the Product Exposition floor. Please instruct your labor crew to check-in with security at the front of Product Exposition Hall.

Any exhibiting supplier who plans to conduct meetings in their booth prior to or after official Conference hours must submit a request in writing to HDAW Conference

Management or their personnel will be denied access to the Product Exposition floor.

Absolutely no one under the age of 16 (including infants) will be admitted to the Conference at any time. This includes the Product Exposition & seminar sessions. There will be no exceptions made to this rule.

NON-EXHIBITING SUPPLIERS AT HDAW

Each year, there are companies who do not exhibit in the Conference, yet attempt to sell their goods to customers on the Product Exposition Floor.

Non-exhibiting suppliers who are considering exhibiting in 2023 have been informed that they are not to approach distributors at any time. If you see a violation, we ask that you notify Conference Management IMMEDIATELY.

BOOTH SET UP

Exhibiting suppliers may set up their booth from 8:00 am- 5:00 pm on Sunday, January 23 & Monday, January 24.

WE ASK THE COOPERATION OF ALL EXHIBITING SUPPLIERS TO MOVE ALL MATERIALS INTO THEIR BOOTHS & OUT OF THE AISLES BY 5:00 PM ON MONDAY, JANUARY 24.

Any exhibiting supplier who needs to work late on set-up days must receive prior approval from Conference Management.

CERTIFIED WEIGHT RECEIPTS

Drivers will be required to submit certified weight records when receiving shipments for unloading. FREEMAN COMPANY reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented. In the event no weight is indicated on delivery documents presented, FREEMAN COMPANY shall estimate the weight. If actual scale weight figures are not submitted prior to the move-out period, the estimated weight will be final & binding. All shipments received at the warehouse & show site are subject to re-weigh.

EXHIBIT LABOR

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by retuning the Labor Order Form, found within the Freeman Company kit on the Online Exhibiting Supplier Guide, or onsite at the Freeman Company Service Desk.

Three options for installation and dismantle exist in Dallas. Labor may be 1) performed by full-time employees of the exhibiting supplier company, 2) hired

through Freeman Company, the official general service contractor, or 3) hired through an exhibiting supplier appointed contractor.

If full-time Exhibiting Supplier personnel are utilized to set an exhibit, they should carry positive Exhibiting Supplier identification, such as a medical identification card or a payroll stub. Also provide a Certificate of Insurance.

This rule prohibits the utilization of workers hired from a non-union agency or company.

To secure labor, please utilize the labor forms found on the [Online Exhibiting Supplier Guide](#).

TRANSPORTATION/PARKING

Parking is available at the Gaylord Texan for \$17 hourly or \$22 daily; valet parking is available for \$42 per day (fees subject to change). Overnight parking fees include in/out privileges.

FIRST AID

There is no First Aid Room. However, in the event of an emergency, dial 0 on any house phone in the hotel & you will be connected with Security who will further assist you.

EXHIBITING SUPPLIER SERVICE DESK

The Freeman Service Desk will be located outside of Hall B of the Longhorn Exhibit Hall on Level 1 & will be open during installation, Product Exposition days & dismantling for any services you might require.

GAYLORD TEXAN EXHIBITOR SERVICES DESK

The Gaylord Texan Exhibitor Services Desk will be located outside of Hall B of the Longhorn Exhibit Hall on Level 1 & will be open during installation, product exposition days & dismantling for any electrical, booth cleaning, telephone & internet rental needs.

GAYLORD TEXAN BUSINESS CENTER

The Business Center at the Gaylord Texan is located on Level 1 adjacent to Registration & is open daily from 6:00 am- 9:00 pm. Phone: 817-778-1470.

LEAD RETRIEVAL SYSTEM PICK UP

Lead retrieval machines can be picked up beginning Monday, January 24 at the Registration Counter, located Longhorn Marble Foyer on Level 1.

PRESS ANNOUNCEMENTS

The Media Center will be open Monday, January 24 through Wednesday, January 26 in Grapevine 1 of the Gaylord Texan on Level 3.

All exhibiting suppliers are encouraged to notify Conference Management of any press conferences that

will be taking place during HDAW. Announcements will be posted on a bulletin board in the Media Center.

HEAVY DUTY DIALOGUE (HDAD)

Heavy Duty Dialogue (HDAD) will be held Monday, January 24 in the Texas Ballroom on Level 3 of the Gaylord Texan. HDAD is not included in HDAW registration fees. **Separate registration is required.**

For more information, or to register, please contact HDMA at 919-549-4800 or visit www.hdma.org.

SERVICE OPPORTUNITIES & LEARNING DAY (SOLD!)

SOLD! will be held Wednesday, January 26 from 8:30 am-12:00 Noon in Texas Ballroom C of the Gaylord Texan on Level 3. It is an education program that targets the owners & managers of service operations, including distributors offering service.

There is no additional fee for this program, however, pre-registration is recommended. Please visit www.hdaw.org for a detailed agenda & list of speakers.

If you have already registered for HDAW and wish to register for SOLD!, please contact Conference Management at 708-226-1300 or email info@hdaw.org.

LEADERS OF TOMORROW RECEPTION

The Leaders of Tomorrow Reception will be held Monday, January 24 from 4:30 pm to 5:30 pm in Mission Plaza of the Gaylord Texan. This is a networking event for attendees under 45 years of age, who want to grow their connections within the industry & learn techniques to advance their HD careers.

There is no additional fee, however, pre-registration is recommended. You may register online at www.hdaw.org or contact 708-226-1300, extension 19.

If you have already registered for HDAW and wish to register for Leaders of Tomorrow, please contact Conference Management at 708-226-1300 or email info@hdaw.org.

ALL INDUSTRY WELCOME RECEPTION

Kick-off HDAW '22 at the All-Industry Welcome Reception, being held Monday, January 24 from 5:30 pm-7:30 pm in the Texas Ballroom Foyer of the Gaylord Texan on Level 3. All registered HDAW attendees and exhibiting suppliers are welcome to attend.

OPENING BREAKFAST

The HDAW '22 Opening Breakfast, will be held from 6:30 am to 8:00 am on Tuesday, January 25 in the Grapevine Ballroom of the Gaylord Texan on Level 3.

OPENING GENERAL SESSION/KEYNOTE

The HDAW '22 Opening General Session will begin at 8:00 am on Tuesday, January 25 in Texas Ballrooms A & B of the Gaylord Texan on Level 3 with Opening Comments, followed by presentations of the Distributor of the Year and Hall of Fame Awards.

ONE-ON-ONE BUSINESS MEETINGS

Pre-scheduled One-on-One Business Meetings for exhibiting suppliers and registered distributors will be held in modular conference rooms in Longhorn Exhibit Hall F, adjacent to the HDAW Product Expo on Level 1, and in meeting rooms on the 3rd floor in the Gaylord Texan on Wednesday, January 26 from 7:30 am- 12:15 pm & Thursday, January 27 from 7:00 am-12:15 pm & 1:15 pm- 3:50 pm.

The One-on-One Business Meeting Information Desk will be located outside Longhorn Exhibit Hall F and open based on the following schedule below:

Tuesday, January 25	7:00 am- 6:00 pm
Wednesday, January 26	7:00 am- 12:00 Noon
Thursday, January 27	6:00 am- 4:30 pm

For more information or questions regarding the One-on-One Business Meetings, please email leah.jones@autocare.org.

ALL INDUSTRY CLOSING RECEPTION

All HDAW attendees and exhibiting suppliers are invited to attend the All Industry Closing Reception, being held Wednesday, January 26, from 6:00 pm- 7:30 pm at Glass Cactus.

DISMANTLING NOTICE

All booths must be packed, labeled & made ready for shipment by 10:00 am on Thursday, January 27. Please refer to the [Dismantling Notice](#) found on the Online Exhibiting Supplier Guide for your reference. Please read this information carefully to avoid any misunderstandings at the break of the Conference. Any questions can be directed to Conference Management.

SCHEDULE OF EVENTS

Sunday, January 23

8:00 am- 5:00 pm Product Exposition Setup

Monday, January 24

7:00 am- 6:00 pm	Registration Open
8:00 am- 4:15 pm	JOC & Organizer Meetings
8:00 am- 5:00 pm	Product Exposition Setup
4:30 pm- 5:30 pm	Leaders of Tomorrow Reception
5:30 pm- 7:30 pm	All Industry Welcome Reception

Tuesday, January 25

6:30 am- 8:00 am	Opening Breakfast
6:30 am- 6:00 pm	Registration Open
7:00 am- 6:00 pm	One-on-One Information Desk Open
8:00 am- 9:45 am	Opening General Session: <ul style="list-style-type: none">- Opening Comments- Distributor of the Year Award Presentation- Hall of Fame Award Presentation- Education Workshop
9:45 am- 10:00 am	Networking Break
10:00 am- 10:45 am	Education Workshops
10:45 am- 11:00 am	Networking Break
11:00 am- 11:45 am	Education Workshops
11:45 am- 12:00 Noon	Closing Comments
12:00 Noon- 1:00 pm	Networking Lunch
1:00 pm- 5:30 pm	Product Expo Open
4:30 pm- 5:30 pm	Happy Hour, Product Expo Floor

Wednesday, January 26

6:30 am- 8:00 am	Breakfast
6:30 am- 4:30 pm	Registration Open
7:00 am- 12:00 Noon	One-on-One Information Desk Open
7:30 am- 12:15 pm	One-on-One Business Meetings
8:30 am- 12:00 Noon	Service Opportunities & Learning Day (SOLD!)
12:00 Noon- 1:00 pm	Networking Lunch
1:00 pm- 5:30 pm	Product Expo Open
1:00 pm- 5:30 pm	Distributor Product Sales Training
4:30 pm- 5:30 pm	Happy Hour, Product Expo Floor
6:00 pm- 7:30 pm	All Industry Closing Reception

Thursday, January 27

6:00 am- 4:30 pm	One-on-One Information Desk Open
6:30 am- 8:00 am	Grab & Go Breakfast
7:00 am- 12:15 pm	One-on-One Business Meetings
12:15 pm- 1:15 pm	Networking Lunch
1:15 pm- 3:50 pm	One-on-One Business Meetings

On behalf of the HDAW Organizers (CVSN, AWDA/Auto Care Association and HDMA), please accept our sincere thanks for making HDAW '22 a huge success!!

MARK YOUR CALENDARS NOW FOR HDAW '23

**MONDAY, JANUARY 16-
THURSDAY, JANUARY 20, 2023
Gaylord Texan Resort & Convention Center
Grapevine, Texas**